

~~SECRET~~**CONFIDENTIAL**

17 DEC 1965

MEMORANDUM FOR: Director of Communications  
Director of Finance  
✓ Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Intelligence Support in Crisis Situations

REFERENCE : DD/S Administrative Instruction No. 65-12  
dated 18 Aug 65 fr EO-DD/S

At the DD/S Staff Meeting on 7 December, Mr. Bannerman noted that Offices should ascertain the readiness of personnel designated as task force members subject to short-notice call for overseas duty in crisis situations. Since then, telephonic conversations with office representatives have disclosed oversights in the readiness posture in personal preparation as opposed to official documentation. The purpose of this memorandum is to suggest areas where oversights of this nature could occur. A checklist is attached noting items which if not considered beforehand could result in delays in processing, inconvenience to personnel and their families, and possible inability to perform assigned overseas duties. This list purposely excludes such items as passports, immunization records, ID cards, etc.

  
Special Planning Assistant to the  
Deputy Director for Support

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Attachment:  
Checklist

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